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1 July 1964

C/PRD MEMORANDUM FOR: Professional Recruiters (FY 65-1)

SUBJECT : Interviewing Technique Seminar

1. I believe we have something to consider and something to gain from the Recommendation of the Inspector General set forth at Tab A.

2. While I would hope that we will not develop a stereotype presentation--because I firmly believe there are and should be as many "styles" of recruitment as there are recruiters, or interviewers--possibly some of us have been using a singsong routine or an approach overladen with "officialese" that may require a bit of doctoring or up-dating. What we might do, therefore, is borrow from the best of each other's style and formulate the "current statement" (or a general outline) the IG recommends. I am never too impressed myself by an Agency interviewer parading his own familiarity with the language of Intelligence when indeed it may be foreign to the listener. And I do think we owe each professional interviewee at least a 5 to 10-minute overview of the Agency's activities before probing into his particular area of interest, although we may know in advance what it is.

3. To get some background material for our own in-house PRD critique of this question and a recommended interviewing format before checking it out with the Director of Personnel, we have decided to make a tape recording of each Professional Recruiter and WRO Interviewer's style of interviewing a professional applicant. These will be unstructured, live, in-action interviews with off-the-street applicants as they walk in at WRO during the period 16-18 September. The "mike" will be concealed from the candidate, of course, but positioned so as to pick up his questions as well as your answers and remarks. [REDACTED] personal office will be used for these interviews and he will cut off the recording when, in his judgment, a sufficient "take" has been made to give us the "flavor" of each recruiter's technique. (You will receive full personal credit for any EOD emanating from this exercise.)

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Group 1 Excluded from automatic downgrading and declassification
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